

OSUP/F5
R11/24/04

OFFICE OF STATE UNIFORM PAYROLL
CERTIFICATE OF LOST PAYROLL CHECK

I, _____ do hereby certify that
Employee Name
check number _____ issued by the ISIS HR System for
_____ in the net amount of
Agency Name
\$ _____ and dated _____ (MARK THE APPROPRIATE REASON)

☐ (A) was never received by me. I further certify that I have not received any remuneration for same, and if found by me, I shall return it to my Agency/Department Employee Administration Unit immediately.

☐ (B) was received by me on _____ and has been
Date

(☐) Lost

(☐) Destroyed

(☐) Other _____

I further certify that I have not endorsed in blank (Signature Only), nor cashed, nor presented this check for payment; and, if found by me, I shall return it to my Agency/Department Employee Administration Unit immediately.

Date: _____ Signature: _____
Employee

Comments:

Request processed by: _____ Date: _____